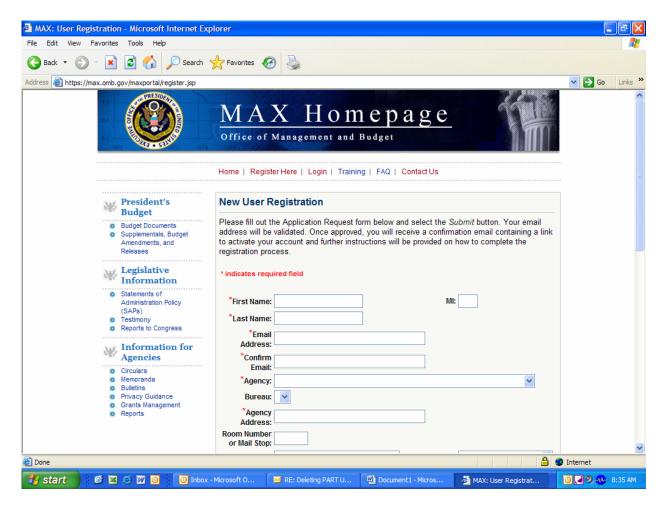# Adding Users to PARTWeb

There is a new procedure on how to add users to PARTWeb. They now need to be added through the MAX Homepage. Please go to https://max.omb.gov/maxportal

When a user wants to be added to PARTWeb, they need to go to the MAX Homepage and click on "Register Here." The page below will then appear.

The user then needs to fill out all of the appropriate information and press submit. What will happen is a PDF file will be formed that the user needs to print out, sign, and fax it or scan/e-mail it with a copy of their government identification badge to the DoD Agency Administrator, Lucy Kuyawa, lucy.kuyawa@osd.mil , fax 703-693-2610 or DSN 223-2610. Be sure to write "For: Lucy Kuyawa" on the fax…..lots of people use this fax number. The user applicant also needs to indicate to which PART he/she needs "write" access.

After the DoD Agency Administrator receives the signed form and copy of identification badge, the Administrator will log into MAX and approve the new user. Then the Administrator will log into PARTWeb and grant "view" or "write" access, as appropriate, to the PARTs.